



USAID | VIETNAM

FROM THE AMERICAN PEOPLE

RFP No. SOL-440-17-000005

ISSUANCE DATE: April 21, 2017

CLOSING DATE: May 19, 2017 at 10 am Hanoi Time

SUBJECT: Solicitation for U.S Citizens Personal Services Contractor (USPSC) – Executive Officer, USAID, Hanoi, Vietnam

To All Interested Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking proposals (Optional Form 612's) from **U.S. citizens** interested in providing the PSC services described in the attached.

Submissions shall be in accordance with the attached information and delivered to the undersigned in accordance with the specified requirements.

Applications should include the following:

1. Cover letter or written statement that addresses the Evaluation/Selection Criteria in this solicitation;
2. Most current curriculum vitae (CV) or resume;
3. Salary history for the prior three years captured in a Contractor Employee Biographical Data Sheet (AID 1420-17 form available at <https://www.usaid.gov/forms/aid-1420-17>);
4. Contact information (telephone numbers and email addresses) for at least three references with knowledge of the applicant's prior work skills; and,
5. Optional Form 612 available at <http://www.federaljobs.net/forms.htm>.

Applications shall be submitted electronically via email to Ms. Hoa Hoang at hoahoang@usaid.gov, and myself at dharter@usaid.gov by the closing date and time indicated above. **Late applications will not be considered.** Form OF 612, Optional Application for Federal Employment and Contractor Employee Biographical Data Sheet (AID 1420-17) must be signed. Scanned copies are accepted by e-mail. Applicants should retain for their record copies of all enclosures which accompany their application.

Only short listed candidates will be contacted. The award of a contract hereunder is subject to the availability of funds. Any questions regarding this position should be sent to Ms. Hoa Hoang at hoahoang@usaid.gov, and myself at dharter@usaid.gov.

Sincerely,

/s/

Daniel E. Harter
Contracting Officer
USAID/Vietnam/OAA

Attachment 1: Solicitation Requirements and Position Description

Attachment 2: PSC Contractor Benefits

Attachment 3: Dual Citizenship Policy

ATTACHMENT 1: Solicitation Requirements and Position Description

1. **SOLICITATION NUMBER:** SOL-440-17-000005
2. **ISSUANCE DATE:** April 21, 2017
3. **CLOSING DATE/TIME SPECIFIED FOR RECEIPT OF APPLICATIONS:** May 19, 2017 at 10 am Hanoi Time
4. **POSITION TITLE:** Executive Officer, USAID, Hanoi, Vietnam
5. **MARKET VALUE OF POSITION (Base Pay):** GS-15 equivalent (\$103,672 - \$134,776)

Salary to be paid within this grade will depend on experience, qualifications, and salary history. The standard compensation package also includes a contribution for life and health insurance and a contribution to FICA. If the selected candidate qualifies as an off-shore hire under USG regulations, the employee will additionally receive post differential approved for Hanoi, Vietnam (currently set at the rate of 20% of base pay), housing, international travel, shipment benefits, and other applicable allowances.
6. **PERIOD OF PERFORMANCE:** To start o/a August 1, 2017 for a period of one year from the date of signature of the contract with the option of one-year extension. Extension will depend on the need for continuation of such services, availability of funds and satisfactory performance.
7. **PLACE OF PERFORMANCE:** Hanoi, Vietnam, with travel within Vietnam and internationally as required.
8. **REQUIRED SECURITY CLEARANCE:** Secret Level
9. **AREA OF CONSIDERATION:** U.S. Citizens only; also please read Attachment 3 to this solicitation on Dual Citizenship.
10. **JOB DESCRIPTION:**
 - A. Position Title: Executive Officer
 - B. Organizational location of the position: USAID, Hanoi, Vietnam
 - C. Position Title of Direct Supervisor: Deputy Mission Director, USAID/Vietnam
 - D. Supervisory Controls: The position is directly supervised by the Deputy Mission Director.
 - E. Introduction and Background:

U.S.-Vietnam diplomatic and economic relations remained essentially frozen for more than a decade after the 1975 communist victory in South Vietnam. Bilateral relations took a major step forward in February 1994, when President Clinton ordered an end to the 19-year old U.S. trade embargo on Vietnam. The following year, the United States and Vietnam settled diplomatic and private property claims and opened liaison offices in Washington and Hanoi.

Since 2002, common strategic and economic interests have led the United States and Vietnam to improve relations across a wide range of issues. These were matched by a number of expansions in development assistance cooperation with Vietnam, such as the addition of Vietnam as a focus country of the President's Emergency Plan for AID Relief (PEPFAR) in 2004 and the establishment of

a USAID/Vietnam Representative Office in 2007. In 2010, the USAID/Vietnam Mission was established and the two countries accelerated processes, effectively forming a partnership on several fronts. U.S. Government officials identify Vietnam as one of the emerging partners they are cultivating as part of the rebalancing of U.S. priorities toward the Asia-Pacific region. Vietnam has experienced rapid economic growth over the past 15 years and is now a lower middle-income country. The Mission's budget and staff continue to grow. The FY16 budget grew from \$78 million in FY15 to \$85 million in FY16. Current staff is at 65 positions, which includes 15 USDHs, 7 USPSCs, 1 EFM and 42 FSNs.

The Executive Officer (EXO) will manage the Mission expansion, including an expansion of current office space. S/he will add three FSN positions to the Executive Office – Human Resources Specialist, Human Resources Assistant (Travel) and Procurement Agent. S/he will direct the transition of HR, travel and procurement support services from RDMA to Vietnam.

F. Principal Duties and Responsibilities:

The Executive Officer serves as the Office Chief of the Mission's Executive Office with full responsibility for the administrative management of the Mission. The incumbent serves as a key member of the Mission Management Team.

Technical and Program Support (45%)

- Actively participates in program strategic planning with a focus on the personnel and material resource aspects of achieving the Mission's objectives; participates in the formulation of Mission policies on program development, implementation, and evaluation; reviews Mission development assistance activities for their management support requirements and participates in the design of the administrative/logistical component of activities. Formulates new Mission policies on EXO services, including Human Resources, Travel, Procurement and Property Management.
- Budgetary Planning: Develops the Operating Expense (OE) budget for the Mission in coordination with the Controller; collaborates with Program and Technical Offices in the formulation of the annual budget resource requirements; and directs the administration of the OE budget, ensuring prompt and legal obligation of funds. Develops a budget that will support the addition of new Mission staff and the office space expansion project.
- Management Analysis and Planning: Develops and prescribes appropriate internal management systems and implementing procedures; interprets USAID management regulations and directs their application to facilitate the provision of management support; devises and recommends to management the appropriate organizational structure and manpower requirements necessary to meet the program and administrative responsibilities of the Mission and to achieve the mission's objectives; and plans and directs the continuous evaluation of Mission organization, staffing, and services to ensure effective and efficient use of material and human resources. Manages the expansion of the Mission's Executive Office to include three additional staff. Prescribes the appropriate internal management systems and implementing procedures for Human Resources, Travel, Procurement and Property Management.
- Human Resources Management: Plans and directs the personnel management of the Mission for U.S., local foreign national, USPSCs including the classification of such employees; collaborates with Mission officials in the proper placement of personnel and recommends actions to ensure maximum effective use of personnel; counsels employees and their families on a wide range of subjects, including education, equal opportunity, career development, onward assignments, and employee relations; plans and conducts orientation for new

employees and their families and advises on and assists in the development of programs and activities concerned with employee services.

- Information Resources Management: Manages the Information Resources Management Program of the mission, including all hardware and software applications. Also serves as the Information Systems Security Officer.

General Management and Administrative Support (35%)

- Carries out the Mission's administrative management operation; plans and directs the Mission's personal property acquisition, management, and disposal programs, and develops standards for issuing, using, and controlling the personal property of the Mission, including motor vehicles; plans and directs the Mission's real property leasing, procurement, and disposal program and serves as the Mission representative to the Interagency Post Housing Board; plans and directs the Mission's communications and records program. Plans and directs the Mission's office space expansion project.
- Maintenance and Repair: Directs the program for the mission and is responsible for scheduled maintenance and timely repair of mission equipment, buildings, vehicles, etc.
- Interagency Administrative Support Services: Represents the Mission in the development and administration of these services; monitors and ensures that the type, level, and charges for services conform to support agreements and USAID regulations.
- Security and Safety: Serves as Unit Security and Safety Officer for the Mission. Provides physical security and safety support to USAID personnel, building (residential and office), and official records in coordination with the Embassy's Regional Security Officer. Coordinates security training as required.
- Travel and Transportation: Manages local and international travel and coordinates with the Embassy to oversee the shipment of official commodities, supplies, and household effects, including import and export customs clearances, ensuring that all legal and regulatory requirements are met.

Procurement (20%)

- Procurement: Solicits, evaluates, negotiates, and awards contracts with commercial organizations, educational institutions, nonprofit organizations, and local or foreign governments for furnishing products, services, construction, or real property. Responsible for identifying the need for procurement and developing the appropriate acquisition documents. Investigates and develops alternative means of supply.

G. Minimum Requirements and Qualifications: (Determines basic eligibility for the position. Candidates not meeting the basic qualifications are considered NOT qualified for the position)

a. Requirements

1. US citizenship
2. In possession of, or able to obtain, a secret security clearance. The successful applicant must be able to receive a USAID security clearance that involves the applicant's background investigation performed by a US Government Agency.
3. In possession of, or able to obtain, a medical clearance. The successful applicant must receive a medical clearance for serving in Hanoi, Vietnam. Details of how to obtain a US Department of State Medical Unit medical clearance will be provided once a job offer is made.

b. Qualifications

1. Education: Bachelor or University degree in Management, Business Administration, Public Administration, Political Science, Government, International Development or equivalent/relevant field.
2. Relevant Experience: Minimum of seven years of progressive and responsible experience in administrative or organizational management, logistics management, performance-based management and budgeting, and strategic planning. Experience coordinating support services and functions and knowledge of operations management is required. Experience in supervising professional, technical and clerical staff, including first line-supervisors of personnel, travel and property management is required.
3. Language Proficiency: Level IV English
4. Job Knowledge: Expert level knowledge and application of government contracting, development activity planning, budgeting, financial management, personnel management, and administration systems. Incumbent is expected to be an expert, consulted by Mission Management and Department of State, on all issues related to administrative management.
5. Skills and Abilities: The incumbent must be able to demonstrate strong analytical skills; present technical information in concise form; and coordinate programs and visitors/TDYers. The incumbent must also have the ability to establish rapport and effective communication with USAID staff and other various USG agencies and staff. Must work effectively in teams and collaborate in a multi-agency setting. The incumbent must have excellent management, interpersonal and teamwork skills. The incumbent must have the ability to work independently, plan work, complete assignments, and lead teams to complete assignments according to established deadlines.

H. Available Guidelines:

The incumbent is required to understand Mission and Agency-specific policies and procedures which govern program activity management in addition to USAID/Vietnam's administrative operating procedures, policies and formats. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect the activities related to Executive Office activities and policies, including but not limited to the Automated Directives System (ADS), Foreign Affairs Manual (FAM), Mission Orders, Mission Notices, USG Procurement regulations (FAR) and USAID Program Strategy and Policy Documents.

I. Exercise of Judgment:

The incumbent must apply a high level of sound independent judgment in all aspects of work, including solutions to financial problems and in managing a large staff. In instances not clearly covered by written guidelines, the incumbent will use his/her own personal, well-informed judgment and ingenuity to interpret the intent of guidelines in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in dealing with USAID personnel as well as representatives from other USG agencies and donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution. The incumbent will also be required to follow and adhere to the Agency's Code of Ethics and Conduct.

J. Authority to Make Commitments:

The incumbent will have authority to commit USG funds on behalf of USAID/Vietnam up to the value of the contractor's warrant. This is dependent on the contractor already possessing a warrant and/or receiving an exception from Washington per AAPD 16-05.

K. Nature, Level and Purpose of Contacts:

The incumbent is required to maintain solid working relationship with various USAID and USG Offices, relevant Government Ministries and implementing partners as required.

L. Supervision/Oversight over Others:

The position will provide technical direction, leadership, supervision and mentorship to five Foreign Service National employees and one Eligible Family Member.

11. **SELECTION CRITERIA AND PROCESS**

Selection Criteria

Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. The following is the evaluation criteria for this position:

1. Education (10%)

Candidate must have a Bachelor's/University degree Management, Business Administration, Public Administration, Political Science, Government, International Development or equivalent/relevant field..

2. Prior Work Experience (50%)

Experience coordinating support services and functions and knowledge of operations management. Experience in supervising professional, technical and clerical staff, including first line-supervisors of personnel, travel and property management. Minimum of seven years of progressive and responsible experience in administrative or organizational management, logistics management, performance-based management and budgeting, and strategic planning.

3. Knowledge, Skills and Abilities (40%)

Expert level knowledge and application of government contracting, development activity planning, budgeting, financial management, personnel management, and administration systems. Superior negotiation, written and oral communication and interpersonal skills are required. The incumbent must be able to demonstrate strong analytical skills; present technical information in concise form; and coordinate programs and visitors/TDYers independently. The incumbent must also have the ability to establish rapport and effective communication with USAID staff, and other various USG agencies and staff. Must work effectively in teams and collaborate in a multi-agency setting. The incumbent must have excellent management, interpersonal and teamwork skills. The incumbent must have the ability to work independently, plan work, complete assignments, and lead teams to complete assignments according to established deadlines.

Selection Process: After the closing date for receipt of applications, a selection committee will be convened to review applications and evaluate them in accord with the evaluation criteria. Applications from candidates who do not meet the required selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone. Reference checks will be made only for applicants considered as finalists. If an applicant does not

wish a current employer to be contacted for a reference check, this should be stated in the applicant's cover letter, and any such reference check will be delayed pending communication with the applicant. Only finalists will be contacted with respect to their applications. The final selected candidate must obtain security and medical clearances within a reasonable period of time (details regarding these clearances will be provided to the selected candidates). A substantial delay in obtaining either required clearance will make the applicant ineligible for selection.

_____End of Attachment 1_____

ATTACHMENT 2: PSC Contractor Benefits (As allowable under applicable regulations)

AS A MATTER OF POLICY, AND AS APPROPRIATE, AN INDIVIDUAL MEETING THE REQUIREMENTS OF OFFSHORE HIRE USPSC IS NORMALLY AUTHORIZED THE FOLLOWING BENEFITS:

1. Fringes Benefits and Allowances

- (i) The employer's FICA contribution for retirement purposes.
- (ii) A contribution against the actual cost of the PSC's annual health and life insurance costs. Proof of health and life insurance coverage and its actual cost to the PSC shall be submitted to the Contracting Officer before any contribution is made.
 - (1) The contractor shall be provided a maximum contribution of up to 72% against the actual costs of the contractor's annual health insurance costs, provided that such costs may not exceed the maximum U.S. Government contribution as announced periodically by USAID's Office of Acquisition and Assistance.
 - (2) The contractor shall be provided a contribution of up to 50% against the actual costs of annual life insurance not to exceed \$500.00 per year.
- (iii) PSCs shall receive the same percentage pay comparability adjustment as U.S. Government employees subject to the availability of funds.
- (iv) PSCs shall receive a 3% annual salary increase subject to satisfactory performance documented in their annual written evaluation. Such increase may not exceed 3% without a deviation. This 3% limitation also applies to extensions of the same service or negotiations for a new contract for the same or similar services unless a deviation has been approved.
- (v) PSCs shall receive the following allowances and differentials provided in the State Department's Standardized Regulations (Government Civilians Foreign Areas) on the same basis as U.S. Government employees:
 - (A) Temporary lodging allowance (Section 120)
 - (B) Living quarters allowance (Section 130),
 - (C) Post allowance (Section 220),
 - (D) Supplemental post allowance (Section 230),
 - (E) Separate maintenance allowance (Section 260),
 - (F) Education allowance (Section 270),
 - (G) Educational travel (Section 280),
 - (H) Post differential (Section 500),
 - (I) Payments during evacuation/authorized departure (Section 600), and
 - (J) Danger pay (Section 650).

Other Benefits: Additional benefits are available for individuals hired from outside Vietnam in accord with the AIDAR, e.g., international airfare from place of residence, R&R, international shipment of personal effects, furnished housing and educational allowances for dependent children.

2. Federal Taxes: USPSCs are not exempt from payment of Federal Income taxes.

3. Contract Information Bulletins (CIBs.) and Acquisition and Assistance Policy Directives (AAPDs) Pertaining to PSCs

AAPDs/CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to <https://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs/CIBs apply to this contract.

ATTACHMENT 3

POLICY-REMINDER

USAID/General Notice
SEC
05/16/2002

Subject: Dual Citizenship Policy

1. The purpose of this notice is to explain existing national and USAID policy for all employees and to inform potential applicants for Civil Service, Foreign Service and USAID contract positions of the possible effects of dual citizenship on security clearance determinations. Dual citizenship can present a security issue in whether to permit access to classified information, thereby affecting recruitment, employment and assignments. The general information herein may also be found in State 54446, dated March 21, 2002 which outlines Department of State and Diplomatic Security policy as it concerns dual citizenship in personnel security matters.
2. USAID security clearance evaluations and determinations are the responsibility of the USAID Office of Security (SEC). SEC is required to consider dual citizenship in conducting personnel security investigations and making security clearance evaluations/determinations in accordance with Executive Order (E.O.) 10450, E.O. 12968, and the March 24, 1997 Adjudicative Guidelines.
3. Security clearance evaluations/determinations must ensure that access to classified information for a specific individual is "clearly consistent with the interests of national security." Under the adjudicative guidelines, "any doubt as to whether access to classified information is clearly consistent with national security will be resolved in favor of the national security." When making such a determination, SEC must consider all available information, both positive and negative. This is the "whole person" concept. Dual nationality is a relevant element in some cases. While U.S. citizenship is a basic eligibility requirement to be considered for access to classified information, it does not automatically confer the right to a security clearance. Dual citizenship must be considered in context of other circumstances in an individual's background.
4. USAID has not implemented, and does not intend to implement, a "blanket rule" regarding dual citizenship. In making security clearance determinations, SEC will continue to evaluate dual citizenship issues on a case-by-case basis. Applicants will be required to complete a Dual Citizenship Questionnaire as part of their application and may answer questions about these issues during a subject interview. Current employees will not generally be questioned about any foreign citizenship until the regularly scheduled periodic reinvestigation when they will also be required to complete a Dual Citizenship Questionnaire. Should an event trigger a review of an employee's access eligibility before their routine update, any foreign citizenship will be addressed at that time.
5. Facts about any subject's conduct and behavior developed through required background investigation are weighed against criteria in the adjudicative guidelines. SEC must be able to determine that granting access to classified information is clearly in the national security interest. A fundamental adjudicative principle is that the mere absence of derogatory information is not sufficient grounds to grant a security clearance. The government must, through an appropriate investigation and evaluation, establish a personal and professional history that positively affirms the individual's judgment, reliability, trustworthiness and loyalty to the United States. If there is any doubt about unquestioned preference for and allegiance to the United States, unencumbered by any undue foreign influence, SEC must render a determination in favor of the national security and determine the individual ineligible for access. These same adjudicative principles are used in all federal personnel security programs.

6. The evaluation element presented by dual citizenship is that it could raise an issue of possible divided loyalty to the United States. Title 32 C.F.R. 174.5, Adjudicative Guideline C, Foreign Preference, provides:

(a) The concern: When an individual acts in such a way as to indicate a preference for a foreign country over the United States, then he or she may be prone to provide information or make decisions that are harmful to the interests of the United States.

(b) Conditions that could raise a security concern and may be disqualifying include:

- (1) The exercise of dual citizenship;
- (2) Possession and/or use of a foreign passport;
- (3) Military service or a willingness to bear arms for a foreign country
- (4) Accepting educational, medical or other benefits, such as retirement and social welfare, from a foreign country;
- (5) Residence in a foreign country to meet citizenship requirements;
- (6) Using foreign citizenship to protect financial or business interests in another country;
- (7) Seeking or holding political office in the foreign country;
- (8) Voting in foreign elections;
- (9) Performing or attempting to perform duties, or otherwise acting, so as to serve the interests of another government in preference to the interests of the United States.

(c) Conditions that could mitigate security concerns include:

- (1) Dual-citizenship is based solely on parents' citizenship or birth in a foreign country;
- (2) Indicators of possible foreign preference (e.g., foreign military service) Occurred before obtaining United States citizenship;
- (3) Activity is sanctioned by the United States;
- (4) Individual has expressed a willingness to renounce dual citizenship.

7. To illustrate the SEC evaluation process regarding dual citizenship, some examples that have arisen recently are provided below. SEC's goal is to maintain consistency in its determinations. There may appear to be many similarities between cases, however, individual circumstances vary greatly and may not be known to the hiring entity. While not all inclusive, the following examples give an indication of how such factors are evaluated and determinations made:

Example A: A subject derived foreign citizenship from his or her parents. In this case, SEC would examine whether or not the subject has exercised the foreign citizenship: by accepting educational, medical or social welfare benefits for himself/herself or family; possessing and using the foreign passport; serving in the foreign military; working for the foreign government; etc. In the absence of the subject's exercising foreign citizenship, and if subject's current and past actions consistently demonstrated preference for and allegiance to the United States, then dual citizenship would not preclude a security clearance.

Example B: A subject only recently became a naturalized U.S. citizen through marriage and has no previous ties to the United States. In this case, SEC could not likely grant an immediate security clearance, since the demonstrated loyalty requirement could not be satisfied immediately. Eligibility for access could be reconsidered after a passage of time during which the subject would have the opportunity to clearly demonstrate preference for and unquestioned allegiance to the United States, and in the absence of any undue conflicting influence, as required by the referenced guidelines.

Example C: A subject was born in the U.S. as the child of foreign visitors. The subject left the U.S. in infancy, never returned and has no ties or history which indicates a preference for and allegiance to the United States. SEC would not have the background information required to grant a security clearance.

Example D: A subject is a naturalized U.S. citizen and dual national who is willing to relinquish his foreign passport but is not/not willing to renounce foreign citizenship of birth. The subject explains that the reason for this position is: (1) So that children can continue to enjoy free foreign education benefits; (2) For possible future employment opportunities; and (3) For foreign inheritance purposes: SEC would not be able to clearly determine the individual's preference for the United States, sufficient to grant a security clearance.

8. SEC will continue adjudicating security clearances pursuant to the "whole person" concept. The fact that a person holds citizenship with another country, as well as citizenship with the United States, does not automatically result in a security clearance denial. Conversely, the simple renunciation of foreign citizenship would not necessarily result in granting a clearance. An individual must demonstrate unquestioned allegiance to the United States, preference for the United States over any other country and also be free from any undue foreign influence. If this cannot be established, a security clearance cannot be granted. Where a newly naturalized citizen is seeking USAID employment, SEC may be unable to adequately investigate the person's background in the country of origin or elsewhere to make this determination. When SEC is unable to clear a new entrant, SEC will so inform HR, and HR will take steps to withdraw the offer.

9. Should SEC make an unfavorable determination on a security clearance, E.O. 12968 guarantees appeal rights to applicants and employees alike. In cases of appeal, the Agency's final clearance determination is rendered by a panel consisting of the Director of Security (D/SEC), the Deputy Assistant Administrator for Human Resources (DAA/M/HR) and the Assistant General Counsel for Ethics and Administration (GC/EA). Information on the Agency's appeal process can be found in ADS 566.3.12.2.

10. Dual citizenship also presents an issue in the assignment of staff to overseas posts. For example, the Vienna Convention on Diplomatic Relations does not provide diplomatic privileges and immunities for dual nationals; most countries do not unilaterally grant such privileges and immunities. ADS 566.3.12.1 also describes the potential for exclusion from assignments due to conflicts of interest related to an individual's foreign connections.

11. Human Resources and appropriate Mission staff should ensure that these policies are made known to potential applicants at the earliest possible stage of the recruitment process.

Point of Contact: Any questions concerning this Notice may be directed to Jeff Denale, Branch Chief, SEC/PIDS/PS, (202) 712-1264.

Notice 0535

___End of Solicitation___